



## San Bernardino County Land Use Services Department

# HOME OCCUPATION PERMIT (HOP)

San Bernardino County Government Center  
385 North Arrowhead Avenue  
San Bernardino, CA 92415

CODE ENFORCEMENT DIVISION

Tel: (909) 387-4044 | Fax: (909) 387-4243

[www.sbcounty.gov](http://www.sbcounty.gov)

## A HOME OCCUPATION...

Is the use of one's home for business. It is permitted only if the home is used primarily as a residence, and the business will not alter the residential character of the area. The ordinance governing Home Occupations (Section 84.0615 of the San Bernardino County Development Code) establishes the rules and regulations for operators of Home Occupations.

This applies only in the unincorporated areas of San Bernardino County, categorized by three geographical regions; the Valley, the Mountain, and the Desert. Regional differences apply to obtaining a Home Occupation Permit.

## THREE CLASSIFICATIONS:

### HOME OCCUPATION CLASS I

- A business having no impact on the neighborhood
- All work is done entirely by phone, mail, and/or the Internet
- Typical activities include those of creative artists, music teachers, academic tutors or similar educational instructors

### HOME OCCUPATION CLASS II

- A business having a limited impact on the neighborhood
- Allows a limited number of clients on site
- One non-resident employee is permitted (In the Mountain and Desert Regions, two non-resident employees may be permitted per approval of the Land Use Services Director)
- Businesses include pet groomers, hair stylists (one station), tax consultants, etc.

### HOME OCCUPATION CLASS III

- Only for the Desert Region of the County
- A business having a limited impact on the neighborhood, but is slightly more intense than Class II (involves direct product/merchandise sales to the public)
- Five non-resident employees may be allowed

## PERMIT REQUIREMENTS:

### HOME OCCUPATION CLASS I

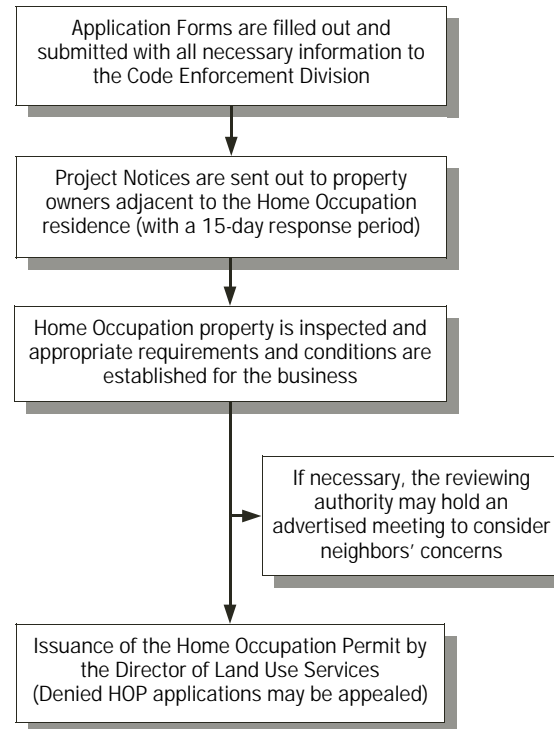
- A permit is NOT required

### HOME OCCUPATION CLASS II&III

- A permit is required and will need to be renewed *every two years*
- Application forms are available from the Land Use Services Department – Code Enforcement Division

## APPLICATION PROCESS:

The Home Occupation Permit (HOP) application takes approximately 4-6 weeks to process:



## FEES:

- |                       |          |
|-----------------------|----------|
| • Initial Application | \$155.00 |
| • Biennial Renewal    | \$124.00 |
| • Appeal              | \$125.00 |

## GENERAL STANDARDS:

- Traffic is to be consistent with the normal residential traffic flow.
- Only those types of commercial vehicles normally used in residential areas are allowed.
- The Home Occupation is to be contained within an enclosed structure.
- The structure should look like other structures in the neighborhood.
- Utilities and community facilities are limited to normal residential use.
- The address is to be posted so that it is easily seen from the street.
- A tenant operating a Home Occupation is required to provide the property owner's notarized, written permission for that specific use of the property.
- All required permits are to be submitted with the HOP application.
- Noise levels shall not exceed 55 dBA.
- Business activities may not cause glare which could affect adjacent properties.
- Business activities may not generate smoke fumes, odors or vibrations which could affect adjacent properties.
- Use/storage of chemicals, solvents, mixtures or materials which are corrosives, toxics flammables, or irritants, etc., will need to comply with all applicable regulations.
- Parking at the business site needs to comply with County Development Code requirements.
- Public advertising (e.g. handbills) may only list phone number, operator's name, P.O. Box business description, and community name.
- No equipment, supplies or products displays may be stored outdoors (*Except in the Desert Region if the property is at least 5 acres in size and the items are screened from view*).
- Home Occupations are to be operated so that no business activities can be observed from nearby streets for 30 minutes or more.



# HOME OCCUPATION PERMIT

## CLASS I STANDARDS:

- No products sales are allowed on site, except for fruits and vegetables grown there.
- Clients visiting the residence are limited to students receiving instruction on an individual basis - by appointment only. (All students from the same family are considered to be one client.)
- All employees, partners or operators of the business have to live on site.
- Up to 25%, or 250 square feet (whichever is greater) of the total floor area of the structures on site may be used for storage of business-related materials/supplies.
- No business signs are allowed.



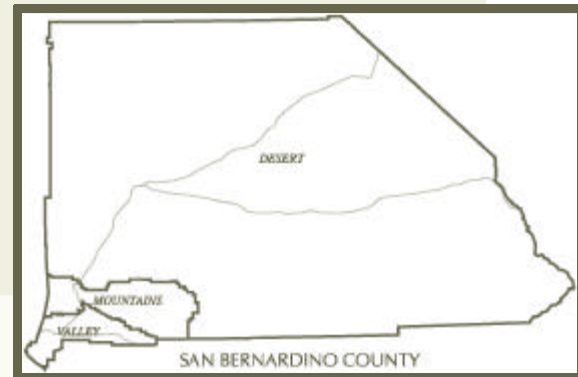
## CLASS II STANDARDS:

- No product sales are allowed on site except for fruits and vegetables grown there.
- A limited number of clients may visit the residence, one at a time - by appointment only. The total average number of personal and business trips may not exceed 12 per day.
- All but one of the employees, partners or operators of the Home Occupation, have to live on site. (In the Mountain and Desert Regions, two non-resident employees may be allowed.)
- Up to 25% or 250 square feet (whichever is greater) of the total floor area of the structures on site may be used for storage of business-related materials/supplies.
- Operating hours are restricted to the time from 7:00am–8:00pm.
- No business signs are allowed.



## CLASS III STANDARDS: (DESERT REGION ONLY)

- The property must be at least 1 acre in size.
- A limited number of clients may visit the residence, one at a time - by appointment only. The total average number of personal and business trips may not exceed 20 per day.
- All but two of the employees, partners or operators of the Home Occupation, have to live on site (unless the property is at least 5 acres in size – then up to five non-resident employees may be allowed).
- A non-illuminated sign, not to exceed 12 square feet in area, indicating the business name and telephone number, is allowed everywhere *except* in the Single Residential or Multiple Residential Land Use Districts. Unattached signs cannot be taller than 6 feet, and need to be compatible with the neighborhood design.
- Up to 35% or 500 square feet (whichever is greater) of the total floor area of the structures on site may be used for storage of business-related materials/supplies.
- Operating hours are restricted to the time from 7:00am–8:00pm.



San Bernardino County & its 3 geographical regions; the Valley, the Mountains, and the Desert.

## REQUIRED FINDINGS:

*No Home Occupation Permit will be approved unless all these findings can be made:*

- The proposed Home Occupation will comply with all the provisions of the Home Occupation General and Class standards.
- The issuance of the HOP will not be detrimental to the public health, safety and welfare.
- The issuance of the HOP will not adversely affect the persons residing in the vicinity of the proposed Home Occupation.
- The proposed use will be consistent with all applicable policies, programs and provisions of the General Plan and any applicable specific plan.
- When a second non-resident employee is requested for Class II operations in the Mountain and Desert Regions, the second non-resident employee will not substantially impact the neighborhood, and there is adequate prepared, easily accessible, year-round, off-street parking.

**Failure to comply with all applicable standards and conditions will result in revocation of the Home Occupation Permit. Operators will be provided notice and reasonable opportunity to correct any problems. Revocation of the permit is appealable to the County Planning Commission & any action taken by the Commission will be final.**

## PROHIBITED ACTIVITIES:

A number of Home Occupation activities are prohibited\*, including:

- Animal hospitals
- Automotive and other vehicle repairs

- Large scale carpentry and cabinet making
- Food preparation and food sales
- Kennels or catteries
- Massage parlors
- Medical and dental offices, clinics and labs
- Repair shops or service establishments, except repair of small electrical appliances
- Riding stables
- Large scale upholstery services
- Welding and machining
- Vermicomposting
- Any other use that is not incidental to and/or compatible with residential activities.

\*In the Desert Region, these activities may be approved for an HOP by the Director of Land Use Services on parcels greater than 2½ acres.

The entire Home Occupation ordinance can be found in Sec. 84.0615 of the San Bernardino County Development Code. It can also be viewed online by accessing the County website shown on the front page of this brochure and selecting the Land Use Services Department link .

### San Bernardino County Land Use Services Department Code Enforcement Division

San Bernardino County Government Center  
385 North Arrowhead Avenue  
San Bernardino, CA 92415  
Tel. (909) 387-4044 ?Fax (909) 387-4243

West Valley Regional Office  
2314 South Mountain Avenue, Suite E  
Ontario, CA 91762  
Tel. (909) 458-1540 ?Fax (909) 458-1500

North Desert Regional Office  
15505 Civic Drive  
Victorville, CA 92392  
Tel. (760) 243-8147 ?Fax (760) 243-8212